

## DEPARTMENT Business & Office Administration

### COURSE OUTLINE – Spring 2025

#### BA1150 (EC): Computers in Business – 3 (5.5-0-0) UT 45 Hours for 8 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

<b>INSTRUCTOR:</b>	Andrew Grieve – Gehring, MBA	<b>PHONE:</b>	780-203-4567
<b>OFFICE:</b>	N/A	<b>E-MAIL:</b>	Agehring@nwpolytech.ca
<b>OFFICE HOURS:</b>	By Appointment via Zoom		


#### CALENDAR DESCRIPTION:

This course is a practical introduction to software applications commonly used in business. Students will develop a working knowledge of an operating system and various software applications which support coursework, as well as prepare students for the business environment.

**PREREQUISITE(S)/COREQUISITE:** none

#### REQUIRED TEXT/RESOURCE MATERIALS:

##### 1. PRINT or E-TEXT

- The above  Poatsy, M., Mulbery, K., Hogan, L., Davidson, J., Lau, L. K., Lawson, R., Kosharek, D. (2020). Microsoft Office 365 (2019 Edition ed). Pearson.
- print or e-text *must* include a Pearson MyLab IT access/activation code
- This resource is used extensively for Assessments. Access/activation codes are required for students to access MyLab IT content for the duration of course. Students are required to register in MyLab IT in the first week of class for free (once only) and then immediately purchase after free period has expired.

Note: The time zone must be set to Mountain Time (US & Canada) for the duration of the course.

##### 2. SUPPLEMENTAL RESOURCES

Additional resources may be introduced by the instructor and are at no cost to students. See myClass.

##### 3. OFFICE 365 (Free)

Go to myNWP Self-Service. See My Profile and Account Information to obtain free software access.

##### 4. SOFTWARE & NETWORK REQUIREMENTS

There are specific technology requirements for this course. Please ensure you are aware of these minimum requirements *before* proceeding in course. The following minimum requirements are required to participate:

[Student FAQ \(pearson.com\)](https://www.nwpolytech.ca/student-faq)

## 5. COURSE MANAGEMENT SYSTEM

NWP uses myClass (D2L/Brightspace), an online course management system. See the BA1150 course home page 2 – 3 times per week for important course information. To access visit <https://myclass.gprc.ab.ca/d2l/home>

-

### PROCTORU

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

### DELIVERY MODE(S): Asynchronous (online)

This is a paced online self-study course. This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

### LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

- Complete and demonstrate functions and tasks with word processing, spreadsheets, databases, and presentation software along with other software products.
- Create a business presentation using PowerPoint.
- Create Word documents that utilize proper business formatting.
- Create Excel spreadsheets and Access databases that can store and manipulate large amounts of data.

### TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

### EVALUATIONS:

Module	Required Activities (Exercises) and Readings	Weighting
Word	Word Module Exercises	5%
Excel	Excel Module Exercises	5%
Access	Access Module Exercises	5%
Midterm Exam	Word, Excel, Access (2 hours) (Proctor U)	35%
PowerPoint	PowerPoint Module Exercises	5%
Power BI	Exercises	5%

Final Exam*	Cumulative – All chapters (2-hour exam) (Proctor U)	40%
<b>Total</b>		100%

\*In order to receive credit for BA 1150, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). Students are strongly encouraged to complete all exercises and module exams and the final examination. Students will receive a zero (0) for any missed exercises and module exams. There are no re-writes, deadline extensions, or bonus exercises, assignments, or projects available to improve your grade. All evaluations for BA1150 must be taken with the use of Pearson MyLab IT and MS Office 365.

### ASSIGNMENTS AND EXAM POLICIES

- Exercises must be submitted by the due date published. Late exercises will not be accepted. No extensions or re-writes will be granted. Any missed exercises will receive a grade of zero. All exercises must be completed and submitted using Pearson MyLab IT and MS Office 365.
- Module exams will be written as scheduled. Scheduling will take place as the course progresses and students will be given advanced notice of module exam dates. Unexcused absences during an exam will earn a grade of zero.
- The mid-term exam and final exam for this course must be taken using ProctorU, Pearson MyLab IT and MS Office 365. The final exam is 2-hours in duration. To take part in the final exam, students will need to the Additional Information section and ProctorU instructions. To participate in exams/meetings, please click on the link provided in myClass (D2L) by your instructor.

### GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

The course schedule is approximate and may vary slightly at the discretion of the instructor.

Dates	Required Chapters	Required Readings, Activities, & Exercises	Module Exams
May 5 - 12	Course Outline Technology check Getting Started Word Chapter 1 & 2	Due May 12 @ 11:59 PM	
May 12 - 19	Word Chapter 3 & 4	Due May 19 @ 11:59 PM	
May 19 - 26	Excel Chapter 1 & 2	Due May 26 @ 11:59 PM	
May 26 – June 2	Excel Chapter 3 & 4	Due June 2 @ 11:59 PM	
June 2 - 9	Access Chapters 1,2, and 3	Due June 9 @ 11:59 PM	
June 9 - 16	PowerPoint Chapter 1	Due June 16 @ 11:59 PM	<b>Midterm June 9 @8am on *Proctor U*</b>
June 16 - 23	PowerPoint Chapter 2 & 3	Due June 23 @ 11:59 PM	
June 23 - 23	PowerPoint Chapter 4	Due June 23 @ 11:59 PM	
June 23 - 25	Power BI	Due June 23 @ 11:59 PM	
June 25	Final Exam*	<b>Final exam is comprehensive (120 minutes or 2 hours) *June 25<sup>th</sup> @ 8:30am on Proctor U*</b>	

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect, and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP.

It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see <https://www.nwpolytech.ca/about/administration/policies/> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

### Attendance

Students are expected to attend all lectures and labs, arrive on time, and remain for the duration of the activities.

A student may be debarred from an examination when specific requirements are identified in the Course Outline and when the student's performance does not meet the specified requirements. This usually happens when absences are more than four absences (2 weeks), *or* if significant assessments like exercises and exam(s) are not completed and submitted for grading before the deadlines published; see Final Examination Policy and Debarred from Examinations;

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>.

Attendance is taken in class. Tardiness will be treated as an absence. Students may review their attendance on myNWP. During lecture and lab time, it is expected that students will work on the BA1150 course material. Course

materials (course outline, schedule information, etc.) and announcements will be published in myClass, MyITLab, and NWP Webmail. Students are responsible for checking all three of these resources regularly: two to five times per week.

### **Time Management**

The expectation for this course is that students read/review the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. See **Course Schedule/Tentative Timeline** section above.

### **Webmail**

Students may contact the instructor by NWP Webmail. Webmail will be answered within two business days outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

### **Copyright**

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71> .

### **STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

### **ADDITIONAL INFORMATION:**

#### **Study Skills Hub**

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. The NWP Study Skills Hub will help you develop the skills you need to succeed in your program and cope with the demands of higher education. Click on the following link for free access:

<https://libguides.nwpolytech.ca/learningportal/studyskills>

### **USING PROCTORU:**

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions click [here](#), and for video instructions click [here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their Privacy Policy.

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.